

BYLAWS AND STANDARD OPERATING PROCEDURES PINEDALE ANTICLINE WORKING GROUP

Section I: Membership Selection and Appointment

a. General Requirements: The Pinedale Anticline Working Group (PAWG) members are appointed by and serve at the pleasure of the Secretary. To be eligible for appointment to the PAWG, a person must be qualified through education, training, knowledge, or experience to give informed and objective advice regarding an industry, discipline, or interest specified in the PAWG's charter; have demonstrated experience or knowledge of the geographical area under the purview of the PAWG; have demonstrated a commitment to collaborate in seeking solutions to monitoring and mitigation issues; and have the ability to represent their designated constituency. The BLM shall consider nominations for PAWG membership from local government, organizations, and individuals. PAWG members must be residents of Wyoming, and supported by letters of recommendation from the groups or interests the nominees shall represent. PAWG members may not serve concurrently on more than one working group. PAWG members may serve concurrently on PAWG sub-committees.

b. Term Length: PAWG members shall be appointed to serve two year terms, on a staggered term basis, with approximately one-third of the PAWG representatives subject to appointment or reappointment each year.

c. Termination of Service: The Secretary or the Designated Federal Officer (DFO) may, after written notice, terminate the service of a member if, in the judgment of the Secretary or DFO, removal is in the public interest. Members may also be terminated if they no longer meet the requirements under which they were appointed; fail or are unable to participate regularly in PAWG work; or have violated federal law or the regulations of the Secretary. When a member fails to regularly attend meetings, the DFO shall inform the member, in writing, that his or her service on the PAWG could be terminated. When any member fails to attend two consecutive meetings, without good cause, the DFO or his/her designee may deem that member's position on the PAWG to have been vacated. Upon such determination, the DFO shall inform the member, in writing, that his or her service on the PAWG is terminated.

d. Vacancies: Any vacancy on the PAWG shall be filled by the Secretary for the balance of the vacating PAWG member's term in the same manner in which the original appointment was made. Such vacancies shall be promptly reported to the DFO.

Section II: sub-committee: Such groups may gather information, analyze relevant issues and facts, and draft proposed position papers and/or recommendations for deliberation by the full PAWG. These groups shall be established by the PAWG Chair with the concurrence of the DFO, as their role is to provide information and recommendations for consideration by the full PAWG. All meetings of the sub-committees are subject to approval by the DFO.

Membership in any sub-committee formed for the purpose of providing general advice to the PAWG on monitoring and mitigation within the Pinedale Anticline Project Area should be constituted in accordance with paragraph 14 of the PAWG charter.

a. Sub-committees: PAWG provisions for forming sub-committees are as follows:

Specific sub-committee requirements include:

- (i) sub-committee membership shall be approved by vote of the PAWG BOARD
- (ii) All members of PAWG sub-committees serve without salary. Only members of sub-committees who are also members of the PAWG may be reimbursed for travel and per diem expenses when on PAWG (sub-committee) business; and
- (iii) Members of PAWG sub-committees shall be required to disclose their direct or indirect interest in leases, licenses, permits, contracts, or claims that involve lands or resources administered by the BLM, or in any litigation related thereto. No sub-committee member shall participate in any matter in which the member has a direct interest.
- (iv) For each sub-committee, the PAWG with the concurrence of the DFO shall specify a mission serving PAWG's advisory role, expertise of members, number of members, term of membership, meeting schedule, and process for reporting to PAWG. **Appendix I** specifies the format to be used to convene a sub-committee.
- (v) Each Sub-committee shall include at least one PAWG member.
- (vi) The PAWG will, annually solicit from the public, names of individuals interested in specific resources who are interested in being added to a standing roster of potential sub-committee members. As specific issues arise requiring the development of a sub-committee, the assigned PAWG board member shall contact and secure an appropriate sub-committee of interested candidates.
- (vii) PAWG sub-committees shall be convened by the PAWG Board, from standing rosters as specific issues arise. Sub-committees are task specific and will dissolve upon completion of the requested task.

b. Technical Review Teams (TRTs): TRTs may be formed at the option of the BLM on an as-needed-basis to gather and analyze data and develop recommendations to aid the PAWG. The PAWG may request that a TRT be formed. Members shall be selected by the BLM based upon their knowledge of resource management or familiarity with the specific issues for which the TRT is formed, and shall be limited to Federal employees and Federally paid consultants. The TRTs report directly to the BLM and shall terminate upon completion of the assigned tasks.

Section III: Meeting Procedures

a. Open Meetings: The PAWG shall meet as required. Meetings shall be called by the DFO in consultation with the Chair. Unless otherwise determined in advance, in accordance with the Government in the Sunshine Act of 1976, all meetings are open.

b. Agenda: The PAWG agendas must be formally approved in advance by the DFO or his or her designee. The agenda shall be distributed to the PAWG prior to each meeting and shall be published with the notice of the meeting in the Federal Register.

c. Minutes and Records: Detailed minutes of each PAWG meeting shall be kept and shall contain a record of the persons present; a complete and accurate description of matters discussed and conclusions reached; and copies of all documents received, issued, or approved by the PAWG. The accuracy of all minutes shall be certified by the PAWG Chair. Copies of the minutes shall be maintained in the office of the DFO, and shall be available for public inspection

and copying during regular business hours. Minutes are available online at:
http://www.blm.gov/wy/st/en/field_offices/Pinedale/pawg.html.

d. Meetings: The DFO shall attend all PAWG meetings. Any organization, association, or individual may file a statement with or appear before the PAWG regarding topics on the meeting agenda. The DFO may require the presentations be submitted in writing and copies filed with the PAWG. Regular PAWG business activities shall be conducted using standard rules of order. A notice of each PAWG meeting shall normally be published in the Federal Register and distributed to the news media serving the jurisdictional area of the PAWG 30 days in advance of such meeting. However, if urgent circumstances prevent a 30-day notice, not less than a 15-day notice shall suffice. The notice sets forth the purpose, time, and place of the meeting. If it becomes necessary to postpone or cancel a meeting, a notice shall be published in the Federal Register and distributed to the local news media serving the geographic area as early as possible.

e. Quorum: As provided in 43 CFR 1784.6-1(h), a majority of the PAWG members of each of the three groups must be present to constitute a quorum. Making a recommendation to the DFO requires an affirmative vote of a majority of the members from each interest group. Unanimous agreement of all PAWG members will be needed to forward a request to the Secretary.

Section IV: Role of PAWG Officials

Chair: The PAWG shall elect its own officers from among its members annually, usually at the first meeting of each calendar year. The Chair and members of any sub-committee formed, except TRTs, shall be appointed by the PAWG Chair with the concurrence of the DFO.

Designated Federal Officer: The DFO serves as the government's agent for all matters related to the PAWG's activities. By law, the DFO or designee must: (1) approve or call the meeting of the PAWG; (2) approve agendas; (3) attend all meetings; (4) adjourn the meetings when such adjournment is in the public interest; and (5) chair meetings of the PAWG, when so directed by the Secretary of the Interior or his or her designee.

In addition, the DFO is responsible for providing adequate staff support to the PAWG, including the following functions: (1) notifying members of the time and place for each meeting; (2) maintaining record of all meetings, including sub-committee activities, as required by Law; (3) maintaining the roll; (4) preparing the minutes of all meeting of the PAWG deliberations, including sub-committee activities; (5) attending to official correspondence; (6) maintaining official PAWG records and filing all paper and submissions prepared for or by the PAWG, including those items generated by sub-committees; (7) acting as the PAWG's agent to collect, validate and pay all vouchers for pre-approved expenditures; and, (8) preparing and handling all reports, including the annual report as required by the Federal Advisory Committee Act of 1972.

Modified 2/3/2011 by vote of the PAWG

APPENDIX I

SUBCOMMITTEE AGREEMENT FORMAT (Approved Nov 4, 2010)

Issue: Brief overview of the matter requiring formation of a sub-committee

Purpose: Identify the purpose the sub-committee will serve

Task: Identify, in detail, the specific tasks the sub-committee will perform on behalf of the PAWG board. Be sure to include a report back requirement (sub-committee reports back to PAWG not DFO)

Deliverables: Specifically identify the deliverables (reports, recommendations, pamphlets, checklists, etc. the sub-committee is charged with producing.

Due date: Specify the date the required deliverables are to be due by.

Sub-Committee membership

PAWG board member:

Sub-committee member#1

Sub-committee member #2

Sub-committee member #3

Etc.